GUIDANCE LISTSERV ETIQUETTE

(All subscribers, please follow these instructions and our LISTSERVS will be much more efficient and effective!)

Reply

A LISTSERV is set up like a Public Address System; 'it' actually represents everyone who is subscribed to the LISTSERV so when you hit reply, your e-mail is sent to all subscribers and not the individual whose name appears in the 'From' box.

- Hit Reply **ONLY IF** you want your e-mail to go to over 1300 subscribers…think of the P.A. system and determine if your e-mail should be 'broadcast' to all the subscribers or if it is best to communicate privately with the individual
- Include your e-mail address in all LISTSERV communications so others can click on your address for an individual reply; if no e-mail is listed, cut and paste address of individual to 'New Mail'
- Only send 'Thanks', 'You're welcome' 'Please send it to me, too', 'I don't know' replies to an individual (do not hit REPLY, see above)

When requesting information, resources, etc.

- Include your e-mail address and ask for a direct reply to your personal address
- Include in your e-mail "Please send ideas, information, and questions to me at __(your e-mail address)__. I will compile the information I receive and send it to the LISTSERV."
- Offer to compile all responses and send them to LISTSERV (forward e-mails to LISTSERV that can't be condensed)

When you change the topic of discussion (subject)

- Change the subject line (hit reply, delete subject line and enter new one) **OR**
- Send a new mail message with new subject line to GUIDANCE@LISTSERV.SDE.STATE.SC.US and/or ELEMGUIDE@LISTSERV.SDE.STATE.SC.US OR
- Send the new mail message to the individual you are e-mailing after changing the subject line

Confidentiality

- Do not write anything in any e-mail that you do not want others to see (e-mail is not secure)
- Do not include the first and last names of students or parents in LISTSERV communications unless you have authorization to do so from the named individual**.** If trying to locate a student, list the SUNS identifying number for the student (may use first name and last initial) in LISTSERV e-mails

(You must be a subscriber to ELEMGUIDE and GUIDANCE LISTSERVS to send an e-mail to both groups; if you want to send an e-mail to both LISTSERVS, send it to your LISTSERV and have a counselor friend send it to their LISTSERV)